

*Come work at CDSS where . . .*

## People come First!

Would you like to be part of a professional team of analysts in a high-powered environment developing budget forecasts for programs that benefit some of California's most needy populations? We are looking for a highly motivated individual with fully developed analytical skills and background who enjoys working in a fast-paced environment that requires some overtime. The work is challenging and rewarding.



### Staff Services Analyst/Associate Governmental Program Analyst/ Research Analyst II

#### EMPLOYMENT OPPORTUNITY

The California Department of Social Services (CDSS) is seeking to fill positions in two bureaus in the Estimates Branch of the Administration Division. We are seeking highly motivated individuals who have strong math and analytical skills and experience to develop defined social program estimates as part of the state budget process. The analyst will also facilitate meetings with, and make presentations to, program staff and control agency personnel. The person most likely to be successful in this position will have at least a Bachelor of Arts/Science degree in business, math, statistics, science, or related field. Candidates should also have prior work experience in an analytical capacity, and demonstrate the ability to be flexible in a demanding work environment that requires some overtime.

A one-page Statement of Qualifications is required to be submitted with the application, detailing the person's interest in CDSS and how his/her education and experience would make him/her a good fit for the position. Applications will not be accepted without a Statement of Qualifications. Applications will be screened based on experience and desirable qualifications. The screening process also involves short tests of math and Excel skills.

This position works close to the downtown mall and restaurants in the newly renovated building at 744 P Street.

**Final File Date:** Until Filled

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

**Contact Information:** Laurie Burkholder  
744 P. Street MS 8-14-90  
Sacramento, CA 95814  
(916) 654-0701



**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
CHILDREN AND ADULT PROGRAMS ESTIMATES BUREAU**

**STAFF SERVICES ANALYST (SSA)  
POSITION NUMBER: 677-5157-XXX  
(December 2011)  
DUTY STATEMENT**

Under the general direction of a Staff Services Manager I, the SSA provides fiscal analyses and caseload estimates of welfare programs, including cash grant payments and administrative costs. These estimates are prepared for subvention budgets, court cases and state/federal legislation. In addition, the SSA proposes fiscal impact estimates for administrative and policy changes and various reports transmitted to the federal government.

**A. Specific Job Assignments:**

- 30% The SSA gathers statistical and expenditure data, develops and maintains time series, and analyzes data to determine reasons for fluctuations. Advises supervisor regarding data validity or appropriateness.
- 25% The SSA researches and analyzes legislation, regulations, etc. for their impact on assigned programs.
- 20% The SSA prepares estimates for subvention, legislation, etc., and drafts written responses, where appropriate.
- 10% The SSA develops estimating methodologies and techniques for preparing estimates.
- 10% The SSA performs liaison activities with program staff, legislative coordinator, staff and fiscal staff relative to assigned program.
- 5% Performs other duties as required.

**B. Supervision Received:**

The SSA usually receives direction from, and reports directly to, a Staff Services Manager I. In some cases, the SSA reports to an AGPA who acts in a lead capacity. The direction received is, in most cases, specific, unless the SSA demonstrates the desire/ability to act more independently.

**C. Supervision Exercised**

None

D. Administrative Responsibility

None

E. Personal Contacts

The SSA frequently meets with the Branch Chief of Estimates, other departmental and county managers when developing estimates for their programs, and Department of Finance and Legislative Staff when defending departmental estimates.

F. Actions and Consequences

Failure to exercise good judgment either in developing or defending estimates could adversely affect the Department's ability to properly budget the local assistance costs of its programs.

G. Other Information

The estimates prepared by the Estimates Branch are the foundation for the Governor's Budget as well as other legislation, and are therefore subject to legislative schedules and time frames. In order to meet such deadlines, there are times throughout the year when **mandatory overtime** becomes a requirement for analysts in the Branch.

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
CALWORKS AND CALFRESH ESTIMATES BUREAU**

**STAFF SERVICES ANALYST (SSA)  
POSITION NUMBER: 676-5157-XXX  
(December 2011)  
DUTY STATEMENT**

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D. Administrative Responsibility

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**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
CHILDREN AND ADULT PROGRAMS ESTIMATES BUREAU**

**ASSOCIATE GOVERNMENT PROGRAM ANALYST (AGPA)**

**POSITION NUMBER: 677-5393-XXX**

**(February 2012)**

**DUTY STATEMENT**

Under the general direction of a Staff Services Manager I, the AGPA assists in the preparation of caseload and expenditure estimates for various welfare programs. These estimates are developed in response to proposed legislation, regulatory and program policy changes, and are used in the state budget process. Associate Governmental Program Analysts also independently prepare subvention estimates for the state budget, act in a lead capacity in certain instances, and work on the most difficult/sensitive estimates.

**A. Specific Duties Include:**

- 30% The AGPA independently researches and analyzes legislation, regulations, etc, that are routed for sign off, to identify their impact, if any, on their assigned programs.
- 25% The AGPA prepares estimates for the annual subvention binder, as well as requests from the legislature, Department of Finance, and Agency, etc. and drafts written responses where appropriate.
- 20% The AGPA gathers statistical and expenditure data from a variety of sources. Some data must be extracted to obtain the information needed. The AGPA develops and maintains time series, and analyzes data to determine reasons for fluctuations. The AGPA advises supervisor regarding data validity or appropriateness.
- 10% The AGPA independently develops the methodologies and techniques used to prepare the estimate for the annual subvention binder, and various other requests.
- 10% The AGPA works with program staff, legislative coordinator staff, and fiscal staff to gather information, data, etc. relative to his/her assigned programs.
- 5% The AGPA performs other related duties as required.

**B. Supervision Received:**

The AGPA receives general direction from and reports directly to a Staff Services Manager I assignments.

C. Supervision Exercised:

The AGPA is occasionally called upon to act in the absence of his/her supervisor. Additionally, AGPAs may be used in a lead capacity to direct the work of other staff.

D. Administrative Responsibility:

None

E. Personal Contacts:

The AGPA frequently makes presentations to the Estimates Branch Chief and other departmental and county managers when developing estimates for his/her programs, and also defends his/her estimates to the Department of Finance and Legislative Staff.

F. Action and Consequences:

Failure to exercise good judgment either in developing or defending estimates could adversely affect the Department's ability to properly budget the local assistance costs of its programs.

G. Other Information:

The estimates prepared by the Estimates Branch are the foundation for the Governor's Budget as well as other legislation, and are therefore subject to legislative schedules and time frames. In order to meet such deadlines, there are times throughout the year when **mandatory overtime** becomes a requirement for analysts in the Estimates Branch.

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
CALWORKS/CAL FRESH ESTIMATES BUREAU**

**ASSOCIATE GOVERNMENT PROGRAM ANALYST (AGPA)  
POSITION NUMBER: 676-5393-XXX  
(February 2012)  
DUTY STATEMENT**

Under the general direction of a Staff Services Manager I, the AGPA assists in the preparation of caseload and expenditure estimates for various welfare programs. These estimates are developed in response to proposed legislation, regulatory and program policy changes, and are used in the state budget process. Associate Governmental Program Analysts also independently prepare subvention estimates for the state budget, act in a lead capacity in certain instances, and work on the most difficult/sensitive estimates.

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- 5% The AGPA performs other related duties as required.

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C. Supervision Exercised:

The AGPA is occasionally called upon to act in the absence of his/her supervisor. Additionally, AGPAs may be used in a lead capacity to direct the work of other staff.

D. Administrative Responsibility:

None

E. Personal Contacts:

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F. Action and Consequences:

Failure to exercise good judgment either in developing or defending estimates could adversely affect the Department's ability to properly budget the local assistance costs of its programs.

G. Other Information:

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**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
CHILDREN AND ADULT PROGRAMS ESTIMATES BUREAU**

**RESEARCH ANALYST II (RA II)  
POSITION NUMBER: 677-5731-001**

(December 2011)

**DUTY STATEMENT**

Under the general direction of the Staff Services Manager I (SSM I), the incumbent in this position is responsible for the conceptualization and development of highly complex estimating procedures and computerized modeling systems which can accurately forecast and project expenditures for various types of social service delivery systems including those under the Department's Vision Plan to implement federal and state proposed welfare reform strategies. Incumbents in this position are assigned to the most complex programs in the Department including the Children's, Community Care Licensing, Adoptions, and Office of Child Abuse Prevention programs. Responsibilities include the research methodology, consultation, model testing and implementation of new statistical and other quantitative estimate techniques. The incumbent will utilize personal computer spreadsheets and mainframe applications to complete the analysis. The RA II is assigned the more complex tasks for which the Branch is responsible. These estimates are developed in response to proposed legislation, regulatory, and program policy changes, and are used in the local assistance budget process.

**A.     Specific Job Assignments**

- 35%     Gather, analyze, and compile, data needed to provide complex fiscal and caseload analysis and projections. This includes compiling program assumptions, developing base estimates, preparing policy change estimates as needed, assessing economic, demographic, and social variables. The incumbent will utilize intermediate statistical techniques, design advanced computerized expenditure estimating systems, develop forecasts, project and estimate future economic and program activities. This includes estimating the fiscal and caseload impact of changing policy and economic conditions. In assigned program areas, the RA II has primary responsibility for preparation of estimates mandated for the two annual subvention budget processes.
  
- 35%     Complete ad hoc forecasts, estimates, and other analysis relating to program policy issues, changes, initiatives, and regulations. Act as consultant to management and administrative staff on complex fiscal issues. Prepare analysis for management decisions. This work requires the utilization of advanced statistical techniques and computer applications and the writing of accompanying narratives to complete the necessary reports.
  
- 10%     Design and write computer programs to aid in fiscal analysis and projections, increase productivity, speed and accuracy in meeting the Branch's responsibilities. Develop spreadsheets using various statistical historical reports to answer and address inquiries from various sources. This also includes developing and maintaining databases as well as making modifications as necessary to existing computer program such as SAS and HWDC.

- 10% Ensure the integrity of all estimating procedures and conduct research on more accurate estimating methods, and development of more accurate data information systems, sources, and studies designed to measure the fiscal and caseload of program activities. Prepare memoranda and reports on the more complex issues.
- 5% Work with research staff, program staff, and the Department's managers in identifying and solving information problems. Consult and meet with counties, as well as control agencies such as the Department of Finance (DOF), Legislative Analyst Office (LAO), etc., to respond to questions regarding estimates and data information systems.
- 5% Perform other duties as required to meet responsibilities of the Branch.

B. Supervision Received

The RA II receives general supervision from an SSM I, but is expected to act with a high degree of independence in the development and employment of research methodology and techniques in addition to the development of fiscal forecasting models and techniques.

C. Supervision Exercised

The RA II is called upon to act in the absence of his/her supervisor. The RA II frequently acts in a lead capacity in the development of complex estimates and methodologies having impact on various program areas. Represents the Branch on multi-disciplinary teams. Train lower level and other Branch staff on quantitative forecasting methods and utilization of computer resources in the application of fiscal analysis and forecasting techniques, and general research and analytical methods.

D. Administrative Responsibility

None. However, the RA II represents the Branch on multi-disciplinary teams and has primary responsibility for major projects and activities required. The RA II is responsible for the identification of required changes and steps necessary to implement enhancement to the estimate and forecast methodologies and techniques utilized in the Branch.

E. Personal Contacts

The RA II frequently meets with the Branch Chief of Estimates, other Departmental and county managers when designing research and developing estimates for programs. The RA II frequently interfaces with control agencies such as the DOF, Health and Human Services Agency, LAO, etc.

F. Actions and Consequences

The Branch is responsible for the preparation of fiscal analysis and supporting information used to prepare the local assistance budget which exceeds \$21 billion annually. Failure to exercise good judgment either in developing or defending estimates could adversely affect the Department's ability to properly budget the local assistance costs of its program.

G. Other Information

The incumbent is expected to have good qualitative analysis capabilities and work in a team setting and/or lead capacity. The incumbent is expected to be familiar with research, statistical and forecasting techniques and the utilization of computer resources in the application of these techniques.

The estimates prepared by the Estimates Branch are the foundation for the Governor's Budget as well as other legislation, and are therefore subject to legislative schedules and time frames. In order to meet such deadlines, there are times throughout the year when **mandatory overtime** becomes a requirement for analysts in the Estimates Branch.

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
CALWORKS AND CALFRESH ESTIMATES BUREAU**

**RESEARCH ANALYST II (RA II)  
POSITION NUMBER: 676-5731-xxx  
(February 2012)  
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**A. Specific Job Assignments**

- 35% Gather, analyze, and compile, data needed to provide complex fiscal and caseload analysis and projections. This includes compiling program assumptions, developing base estimates, preparing policy change estimates as needed, assessing economic, demographic, and social variables. The incumbent will utilize intermediate statistical techniques, design advanced computerized expenditure estimating systems, develop forecasts, project and estimate future economic and program activities. This includes estimating the fiscal and caseload impact of changing policy and economic conditions. In assigned program areas, the RA II has primary responsibility for preparation of estimates mandated for the two annual subvention budget processes.
- 35% Complete ad hoc forecasts, estimates, and other analysis relating to program policy issues, changes, initiatives, and regulations. Act as consultant to management and administrative staff on complex fiscal issues. Prepare analysis for management decisions. This work requires the utilization of advanced statistical techniques and computer applications and the writing of accompanying narratives to complete the necessary reports.
- 10% Design and write computer programs to aid in fiscal analysis and projections, increase productivity, speed and accuracy in meeting the Branch's responsibilities. Develop spreadsheets using various statistical historical reports to answer and address inquiries from various sources. This also includes developing and maintaining databases as well as making modifications as necessary to existing computer programs such as SAS and HWDC.

- 10% Ensure the integrity of all estimating procedures and conduct research on more accurate estimating methods, and development of more accurate data information systems, sources, and studies designed to measure the fiscal and caseload of program activities. Prepare memoranda and reports on the more complex issues.
- 5% Work with research staff, program staff, and the Department's managers in identifying and solving information problems. Consult and meet with counties, as well as control agencies such as the Department of Finance (DOF), Legislative Analyst Office (LAO), etc., to respond to questions regarding estimates and data information systems.
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